

S-E-C-R-E-T

OFFICE OF TRAINING

NOTICE
NO. 21-58

1 July 1958

SUBJECT: Personnel Locator Records

1. Your attention is called to paragraph 2c of [REDACTED] dated 4 June 1958 reading as follows:

25X1A

- "(1) Employees shall immediately report each change in post office mailing address, residence, home telephone number, or change of name to administrative officers.
- "(2) Employees transferred from one headquarters component to another shall hand-carry their Forms 642 from the losing component to the gaining component."

2. Information required in (1) above should be reported to the Personnel Office, OTR. It is particularly important to report immediately any move from or to the District of Columbia inasmuch as income taxes are withheld from salaries of residents of the District of Columbia. No deductions are made from salaries of residents of Maryland or Virginia.

25X1A

[REDACTED]
MATTHEW BAIRD
Director of Training

Distribution:
All OTR Personnel

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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